



Scheduling Procedures for The School of Journalism and Communication

1275 University of Oregon Allen Hall
Eugene, OR 97403
P: 541-346-3738

This document is intended to assist in the planning of events in the School of Journalism and Communication (SOJC). These procedures apply to the following spaces:

- **Allen Hall**
 - General education classroom in Allen Hall (101, 140, 141, and 221) are under the purview of the EMU Scheduling.
 - Allen Hall 141 may be booked for internal purposes only after 4 p.m. on weekdays and on weekends. If anyone other than an SOJC staff or faculty member is booking this space during these times, they must contact the EMU Scheduling.
- **George S Turnbull Center in Portland**
 - Also see UO-Portland Event Policy at https://pdx.uoregon.edu/sites/pdx1.uoregon.edu/files/full_manual_071918.pdf
- **OR Reality Lab in Portland**
 - Also see UO-Portland Event Policy at https://pdx.uoregon.edu/sites/pdx1.uoregon.edu/files/full_manual_071918.pdf
- **1715 Franklin Blvd**

These procedures are intended to support departmental and non-departmental users in scheduling events. The procedures outlined below will be applied in a viewpoint-neutral manner, regardless of anticipated perspectives or positions to be expressed at the event.

I. Scheduling

Requests for meeting or event space must be made according to the procedures of each room and/or location. For Eugene, please visit <https://sojcemployee.uoregon.edu/instructional-faculty-support/room-reservations/>. For Portland, please visit https://docs.google.com/forms/d/1VPBYAVW8NdcB6OwM5rr1jfINmjb4K0KjBy-i1KTxEzk/viewform?edit_requested=true

Requests for any space for an activity where more than 300 people are expected to attend must be made by contacting the Dean's Office at least 60 calendar days in advance.

a) Student Organizations

Student organizations may use space and built-in equipment on campus free of charge, though charges may apply for extra labor or technology costs associated with events.

b) UO Departments

UO departments are officially recognized administrative or academic units of the UO. UO departments must have a current index code for all event related expenses.

c) Unaffiliated Users

Unaffiliated users are any organization or individuals that are not recognized as student organizations or UO departments. They must pay full rental rates for space, service and equipment, and must provide a signed [Facilities Use Agreement](#), indemnification and proof of insurance prior to using the UO space.

d) Misrepresentation

If any student organization, department staff or faculty member event is later determined to have not met the guidelines, it may be in violation of the SOJC procedures. Student organizations, staff and faculty may not reserve space for other organizations for the purpose of securing lower rental rates and/or bypassing procedures. The organization or individual named on the reservation is the Client and is solely responsible for communicating with SOJC and initiating, planning, implementing, attending and financing the event in coordination with SOJC. The event must be requested by the Client who will be responsible for the event. The Client named on the reservation must be on site during the event. The Client is responsible for paying all rental and support service fees resulting from the event, if applicable. Clients may not sublet or in any way reserve space on behalf of another group. SOJC reserves the right to evaluate and make final determination of all appropriate fees and rates applied to event requests. Violation of SOJC procedure or any of the conditions outlined above may result in the Client being charged the higher rate structure and may result in temporary or permanent suspension of reservation privileges for the organization for whom the event was originally intended.

A. Outdoor Events

Overnight camping or storage of materials is not allowed without permission of the SOJC Dean. UO is not responsible for lost, stolen, or damaged property.

Requests for outdoor events may be refused, even if the space is available, if it is judged by the SOJC Dean that the outdoor event would interfere with academic classes or other events inside nearby buildings (e.g., adjacent to and concurrent with class, events with anticipated crowd size in excess of 50 or request for amplified sound).

1) Sound

Weekdays (Monday-Friday) between 8 a.m. and 6 p.m. during the academic term, outdoor amplified sound (including microphones, amps, and bullhorns) will only be permitted by written approval of the SOJC Dean.

Outdoor amplified sound may not exceed a maximum of 83dbs as measured from 40 feet in any direction. The SOJC reserves the right to require events to lower the volume of outdoor amplified sound. This policy is available at <https://scheduling.uoregon.edu/resources>.

2) Signs and Chalking

Posting of signs and fliers inside buildings is under the control and direction of the SOJC Building Coordinator for Eugene and the Associate Dean for SOJC Portland in Portland. Material may be restricted with respect to content (e.g., can be limited to university-related functions) but may not be restricted based on viewpoint. The SOJC Dean will approve any postings if there is a concern or question.

Chalking is allowed only with removable chalk on exterior horizontal surfaces that are exposed to the rain and not within 30 feet of any campus building. Chalking that does not relate to student activities sponsored by Student Organizations is subject to immediate removal.

B. Indoor Events

1) Tabling

Tabling is available Monday-Friday, 9 a.m.-5 p.m. and requires a reservation and confirmation. This applies primarily to SOJC Eugene spaces. The request must be made by an SOJC staff or faculty member. Tabling is permitted per the following procedures.

- All table users must set up within their assigned space.
- Tabling may not be booked to provide any service that violates existing the UO retail services contracts (i.e., selling prepared foods, book sales, etc.).
- No amplified sound or distribution of unpackaged food allowed.
- Individuals not staffing their tables may forfeit their table reservation privileges.

2) Events in Classroom Spaces

The Registrar's Office has priority in booking all classroom spaces. The SOJC may only book classroom spaces for events based on the availability of space provided by the Registrar. Classroom spaces are booked as-is. The furniture configuration may not be changed and the room must be left as it was found. If items are left in the room, or if furniture is in disarray following the event, additional labor charges may be applied.

3) Unforeseen Closures

In the event of the unforeseen closure of the university for inclement weather, security emergencies or other reasons, the university reserves the right to cancel events scheduled during such period. In the event of an unforeseen closure, the Client will have the option to either reschedule the event to a later date, or cancel the event without penalty for a full refund of space rental. All other costs associated with the event, including UO support services (the UO Police Department [UOPD], Parking and Transportation, UO Catering, etc.) and third-party external vendor rentals are the sole responsibility of the Client. Facilities are subject to the UO Policy on the [Closure of Facilities and Operations](#).

II. Event Planning

A. Food Service

In accordance with the UO's Food Service Agreement, UO Catering (541-346-4303, catering@uoregon.edu) is granted the exclusive right to operate and provide daily and catered food

services to all non-Athletics spaces on campus. For Portland, please visit <https://pdx.uoregon.edu/forms-fees-resources/>.

1) Catering Waivers

Catering waivers may be considered for approval if they meet any of the following criteria:

- The food or beverage that is being provided is a 100% in-kind donation from the caterer, restaurant, and/or purveyor. Applicant is required to provide documentation from the donor prior to the event.
- Food is relevant to the cultural and/or religious nature of the event and/or the ethnic/religious food traditions of the organization(s), (e.g., the Korean Student Association, serving Korean food at their culture night event).
- UO Catering is not able to meet the food preparation requirements (e.g., Halal, Kosher, etc.).
- UO Catering's volume of business prevents it from taking on additional work.

2) Alcohol Service

All alcohol service must be approved by the UO in the form of a completed and signed Request for Permission to Serve Alcoholic Beverages form.

Food service is not permitted in academic classrooms, and food may only be served outside of classroom facilities. The possession, consumption, or furnishing of alcoholic beverages or controlled substances are prohibited in any classroom.

B. Live Music and Indoor Sound

Live music (whether acoustic or amplified), recorded music and/or any amplified sound will be considered on a case-by-case basis. The SOJC reserves the right to determine appropriate equipment and sound level for various spaces. Events are required to reduce sound level if directed to do so by the SOJC. Sound levels of events scheduled indoors may be restricted at any time if a potential conflict exists with a previously-scheduled event, classes, or other academic uses of UO facilities. (borrowed partially from the UO Amphitheater Sound Policy)

C. Event Set-up and Decoration

Hand-out materials may not be left on public furniture, taped to doors or walls, or left in public spaces outside the event space or venue. Unless specifically approved in advance, the following items are prohibited in scheduled spaces:

- Helium balloons.
- Candles (or open flames or any flame producing devices) for events in any UO building, with the exception of approved wick-fuel/gel pan heating devices (i.e., Sterno fuel) for use by catering services. Battery operated lights are allowed.
- Glitter or confetti.
- Straw, grass, or hay.
- Pools, tubs, aquariums, or other water containers holding more than five gallons of water.

D. Event Security and Safety

Some events may be considered higher risk than others and may require a security and safety meeting or risk assessment. Events that meet one of the following criteria, as determined by the SOJC, require a meeting with Safety and Risk Services and the UOPD: attendance is expected to exceed 100 people, there is a likelihood of violence or civil unrest, the complexity of the event requires the involvement of multiple campus administrative partners, or unique events that require additional risk assessment and action to protect the health and safety of the campus community. Security and safety meetings are held, or a risk assessment is conducted, to determine whether the nature and scope of an event is likely to require the presence of the UOPD, the presence of the UO Fire Marshal, or other public safety measures and/or plans. Security meetings will typically involve the event organizer, someone from the SOJC and representatives from the UOPD and Safety and Risk Services.

The UO Safety and Risk Services, safety@uoregon.edu, may help coordinate this assessment and develop a safety protocol for the event. If the SOJC determines the university cannot appropriately manage the event to prevent serious threats to campus health and safety, the university reserves the right to deny space on this basis.

III. Fees

Student Organizations do not pay for space on campus. The UO Department and Unaffiliated User rates are available at <https://scheduling.uoregon.edu/resources>.

Labor fees are charged when an event requires labor beyond the normal set up and tear down of the event. Reasons labor fees may be applied to your event include, but are not limited to, the following:

- Extra cleaning is needed (e.g., the removal of trash left on furniture or floors, spraying clean the walls or furniture, shampooing carpets, or if extra floor care is required).
- A change in furniture configuration is requested within two business days of the start of the event.
- Extra personnel, security, equipment or resources are necessary to accommodate your event at your request.

IV. Additional Information

A. Firearms / Weapons

UO policy prohibits the possession of firearms on university-owned or -controlled property by students; employees; contractors and vendors (and their employees and agents); any person attending a ticketed event; and any person leasing, renting or reserving university-owned or -controlled property. This prohibition applies to all individuals, including those with a concealed handgun license.

The policy also prohibits the possession of firearms by all persons, including those with a concealed handgun license, in any building or workplace owned or controlled by the university.

Possession or use of explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally owned or controlled property, unless expressly authorized by law,

Board, or institutional rules (for purposes of this section, absence of criminal penalties shall not be considered express authorization) is prohibited.

All participants in any event are required to follow the university's policy on Proscribed Conduct (found here: <https://policies.uoregon.edu/proscribed-conduct>). Consistent with that policy, participants are not allowed to carry or use weapons or dangerous objects, including sticks or sign poles that are larger than 1x2" or open flames larger than a standard candle.

B. Accommodations

The University of Oregon is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request a disability accommodation, contact:

For students:

The Accessible Education Center
5278 University of Oregon
Eugene, Oregon 97403-5278
Office: Oregon Hall, Suite 360
P: 541-346-1155
F: 541-346-6013
aec.uoregon.edu uoaec@uoregon.edu

Generally:

Jen Mirabile
Senior Human Resources Programs Coordinator
541-346-2195
mirabile@uoregon.edu

C. Animals on Campus

Animals are not permitted in UO buildings, with the following exceptions:

- Service animals as defined by state law and the *Americans with Disabilities Act* or assistance animals as defined by state law and the *Fair Housing Act*, as required by law;
- Working dogs associated with the UOPD or any other local, state, or federal first responder or emergency agency;
- Research animals as approved and overseen by appropriate academic departments; or
- Animals associated as part of a confirmed event with special approval as per the UO Animal Control Policy.

D. Insurance

The University of Oregon requires \$1M in Commercial General Liability with \$2M aggregate, \$1M liquor liability coverage (if serving alcohol), workers comp coverage to meet the Oregon statutory requirements (if event is sponsored by a third party) and \$1M commercial automobile liability coverage (if vehicle usage pertains). Depending on the event, \$1M Pollution Liability coverage may be required. See: <https://safety.uoregon.edu/event-insurance-tenants-and-facility-users>.

E. Political Advocacy

As a public university, the University of Oregon is prohibited from using its resources to campaign for or against any declared candidate for office or ballot measure that has qualified for the ballot. To the extent we allow any Unaffiliated Users to use our space, however, we may allow for campaign activities, provided we make space available on the same basis and at the same cost as we would for any other Unaffiliated User and provided we treat all candidates and advocacy groups equally. Any questions concerning allowable uses should be referred to the Office of the General Counsel at 541.346.6802. See: <https://generalcounsel.uoregon.edu/workplace-campaigning>.

V. Appeals

Any Client that seeks to challenge the application of these Procedures and Practices may appeal in writing within 10 calendar days of the decision to the SOJC Dean. The appeal should specify the Procedure or Practice challenged and the requested resolution.